IDR

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Exporting DICOM Files from Romexis viewer (Planmeca)

1 Create a New Folder with the Patient's name

- Right-click anywhere on your desktop where there isn't an icon.
- Select **New > Folder**, and name the folder using the patient's full name.

2 Open the Patient's CBCT Scan

- Open the scan with the Planmeca Romexis software.
- Hover over the top menu and under **"Output"**, select **"Export Volume."**

3 Access the 3D Export Menu

In the export dialog:
- Under **"File & format options"**, select "**Set of Single Frame DICOM Files.**"
- Under **"Resolution"**, choose **"Original."**
- Under **"Overlay options"**: no boxes should be checked.
- Under **"Export 3D volume to"**, select **"Folder."**
- Under **"Viewer options"** ⚠ Important: <u>Do not</u> include the viewer.

4 Select Export Location

- Click the "..." button next to the export directory field.
- Navigate to the folder you created in Step 1 and select it.
- Click **"OK"** to begin exporting the DICOM files.

5 Verify the Export

- Once the export is complete, open the folder you created in Step 1.
- Confirm that it contains several hundred **.dcm** files, representing the CBCT scan slices.

6 Compress the Folder   (Do not skip this step!)

- On the desktop, Right-click on the patient's folder now with DICOM files.
- Select **"Send to" → "Compressed (zipped) folder."**
- A zipped version of the folder will be created, typically marked with a zipper icon or a blue "Z".

7 Upload the Zipped Folder

- On IDR portal, navigate to the **IDR interpretation request form**.
- Upload the zipped folder as part of your case submission.